

CHAPTER 9

Data Submission

Data Review

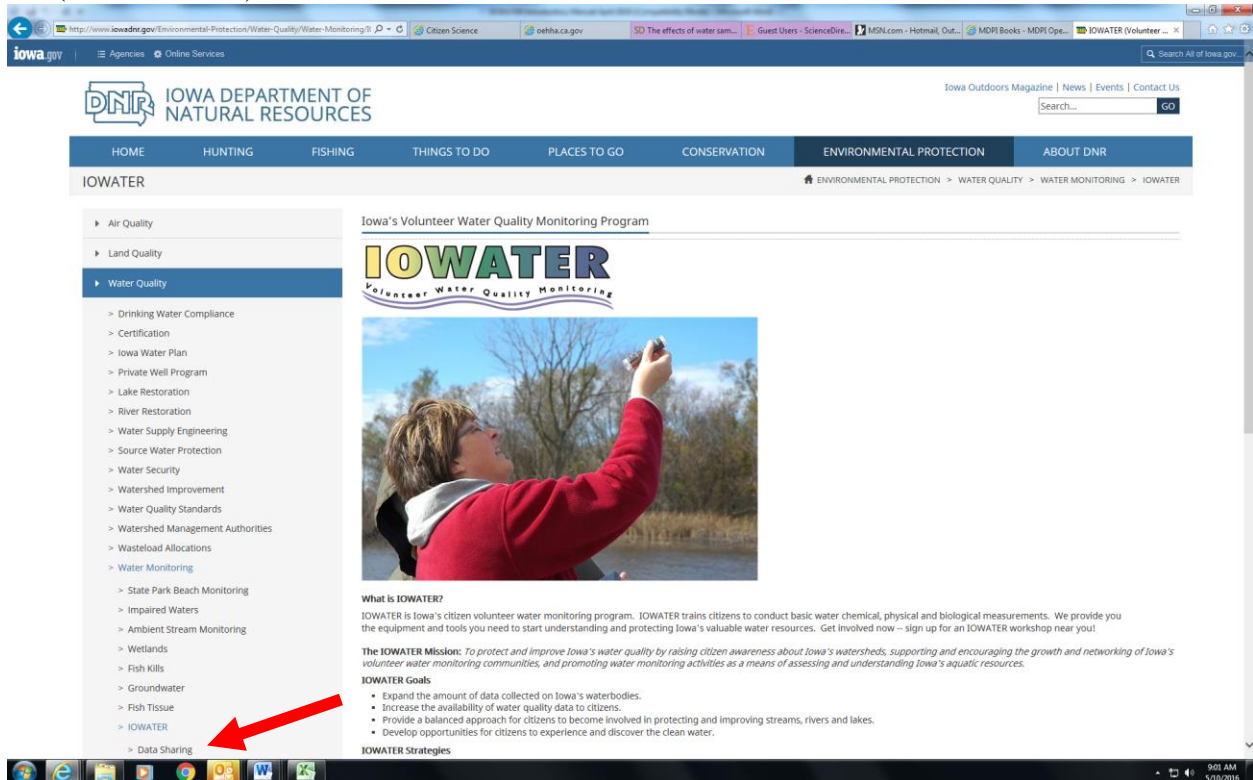
Once you've returned from your sampling site, it's important to review your data sheets. Review them right away while things are still fresh in your mind, even if you won't be entering the data until a later date. Be sure to include comments about anything unusual you noticed when you sampled. If you had to change your sampling location for some reason (flooding, construction, etc.), please note this. As you collect additional data about the stream, these comments will be valuable to see trends or explain an unusually high or low measurement.

Make sure to keep your field data sheets! You may need them several months later if you question a result. The problem may be a simple error in entering the sampling results into the database.

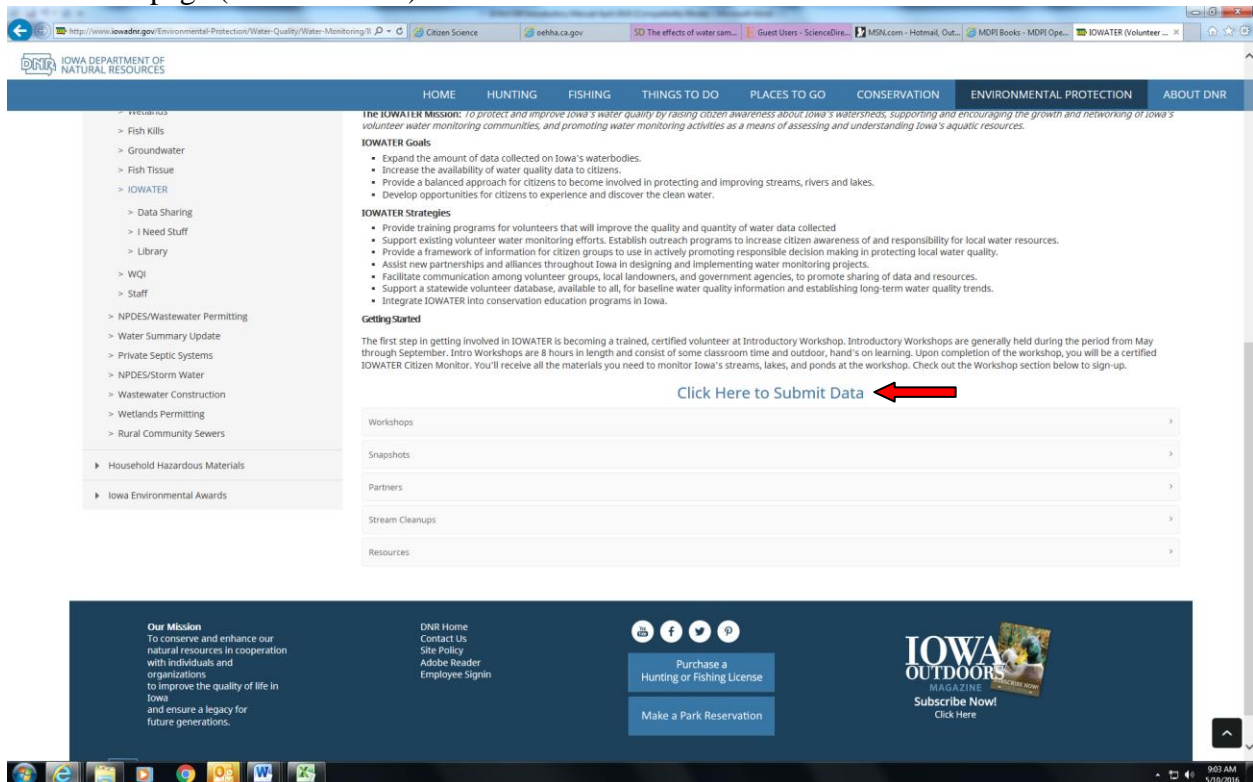
Monitor Identification and Password

Once you've completed an IOWATER workshop, you will be allowed to create a unique IOWATER monitor identification number and password. Both will allow you to register monitoring sites online and access the online database to enter data for your monitoring sites. Do not share them with others; you are responsible for the data submitted with your numbers. To create your monitor id and password, navigate to the IOWATER home page at www.iowadnr.gov/iowater. Click on "Data Sharing" on the left hand side of the page (see Red Arrow in picture below) or on the "Click Here to Submit Data" near the bottom of the main page (see the Red Arrow on the second picture). On the data sharing page, click on "IOWATER Database" (see Red Arrow in the third figure below). You should then be redirected to the IOWATER database page as seen in the fourth figure below.

1. On the IOWATER Main Page, click on “Data Sharing” on the left hand navigation bar (see red arrow).



2. On the IOWATER Main Page, click on “Click Here to Submit Data” near the bottom of the page (see red arrow).



3. Click on “IOWATER Database” from the Data Sharing Page. (see red arrow below)

IOWATER Database

- Register a new IOWATER site. To register a site, you will need to provide the Longitude and Latitude of your site (rather than UTM X and Y). Find Longitude and Latitude by using the Water Monitoring Atlas.
- Submit chemical, physical or biological data to the IOWATER database.
- View IOWATER data. The database is searchable by site, county, water body or by volunteer.

Get UTM's Click here to determine the monitoring location for your site.

Water Monitoring Atlas

Water Monitoring Atlas is a searchable map that allows users to view and download data for IOWATER and professional water monitoring sites. The atlas allows the user to view other environmental data such as wastewater treatment facilities, impaired waters, and watershed boundaries.

Iowa STORET

Find and download the DNR's professional monitoring data for rivers, streams, lakes, wetlands in the STORET database. You can search by waterbody, site, date, and pollutant.

- Click on “Submit Data” to start submitting data (see red arrow below).

[Register Site](#)


[Submit Data](#)

[View Data](#)

Site Policy | Version 2.6.20

At this point, the A&A log-in page pops up on your screen (see figure 5 below). Click on “Create An Account” to create your unique monitor identification number and password. Follow the steps on the webpage *exactly*. The A&A system will send you an email to finalize your account. You must finish the account within **48 hours** (using the same computer that you initiated the account on) or else the system will delete your account and you will need to start over.

- Click on “Create An Account” to create your unique A&A Account ID and Password (see red arrow below).

 Enterprise A&A

Sign In

Create An Account

Forgot Password

Forgot Id

DNR IOWATER

Enter your Account Id and Password and press sign in to continue.

Account ID:

Password:

Password

Sign In

Account Details

What is A&A?

Help

Report Issue to State Service Desk

Account Id Examples

Public User Account Format:

firstname.lastname@iowaid

State Employee Account Format:

firstname.lastname@iowa.gov

*If you do not have an @iowa.gov account use your State of Iowa employee email address.

Trans Id: TF7WH1
You are looking at:
CI Logon

Additional Terms, Privacy & Warranty Information

Enterprise Authentication & Authorization - Common Interface

Version 4.0.2

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Once your account has been established in A&A, the IOWATER team will link you to the IOWATER database and you will receive an email from the IOWATER team that you are ready to submit data. The whole process should take a day to complete. If you forget your A&A account id or password, you will need to work with the State Service Desk to reset your password. You can contact the State Service Desk at 515-281-5703 or 1-800-532-1174 or OCIO.ServiceDesk@iowa.gov.

Registering a Monitoring Site

In order to submit data for a monitoring site, the site needs to be registered. To register a site, complete the online registration form on the IOWATER website. To complete the form, you will need Latitude/Longitude coordinates for your site (see Chapter 4). A unique site number will be assigned for your site. After your site has been registered, a dropdown box will appear that contains the site, as well as any others you have registered. Select the site for which you want to submit data to continue. If you want to share a previously registered site, contact the IOWATER team at iowater@dnr.iowa.gov with the site number and a request to share the site.

Entering Data Online

IOWATER wants your data! You are encouraged to share your data by entering it into IOWATER's volunteer water quality database. You can access this database online at

www.iowadnr.gov/iowater. This database is yours, giving you a location where you can store and retrieve your data, and allowing others to view your results. You may even discover that someone is collecting water quality information nearby, and you can compare results. It should be noted that IOWATER does not require you to share your data, although we strongly encourage you to do so. Once your site has been registered and you've received your site number, you can begin entering data.

Each field report form is menu driven. Once you have entered all of your data for a report form, hit the **NEXT** button. A confirmation page containing the information you entered will appear. Verify that the data is correct. If a change needs to be made, hit the Back Arrow key on your browser to return to the data entry form. Make the necessary change(s), hit **NEXT** again, and verify the changes. If all the data are correct, hit the **FINAL SUBMIT** button. Your data then will be submitted to the IOWATER database. If submitted successfully, you will receive a "Thank You" confirmation page.

If you notice an error with your data after it's been submitted, you will not be able to change it. Please contact IOWATER so the changes can be made.

Uploading Photo Records

Photograph requirements: The filename can not be more than 40 characters, including the file extension. Photographs must be in JPEG or GIF format. File size must be less than 1mb (1024kb). If you have questions about these requirements, please contact IOWATER at iowater@dnr.iowa.gov.

1. Go to the IOWATER website at www.iowadnr.gov/iowater. NOTE: This process is designed to work with Internet Explorer – other browsers may not work.
2. Click on "Data Sharing" on the left menu bar. From the Data Sharing menu, select "IOWATER Database".
3. From the IOWATER Database menu, select "Submit Data".
4. Log in with your A&A account ID and Password. If you do not have an A&A account, go to steps in the previous section to create an account.
5. From the dropdown box, select the site for which you want to submit photos to and click the "Submit" button.
6. On the data entry menu, click on "Upload Photographic Records for this Site," which is highlighted in pink. This will take you to a data submission page.
7. Enter a title for the photo (must be less than 80 characters), the date it was taken, the photographer, and a caption (or description) for the photo.
8. Click the "Next" button to go to the confirmation page. Review the information you just entered – it is located in the green box on top of the page.
9. To select the photo you want to upload, click the "Browse" button in the middle of the page. This will open up a window that will allow you to find the location of your photo on your computer.
10. Once you locate the photo you want to upload, select it by clicking on it once and then click the "Open" button in the lower right-hand corner of the exploring window. This will place the path (or file extension) and file name in the "Select a photo to upload" box.
11. Click the "Upload" button to submit your photo. . If the upload was successful, you should be directed to a page that reads "Thank you for your upload."

Field Report Forms Online

Additional copies of the Chemical/Physical Stream Assessment, Habitat Assessment, and Standing Waters Assessment field report forms can be downloaded from the IOWATER website at www.iowadnr.gov/iowater and click on “I Need Stuff” to download and print additional field forms.